



THE ASSAM GAZETTE

অসাধাৰণ

EXTRAORDINARY

প্ৰাপ্ত কৰ্তৃত্বৰ দ্বাৰা প্ৰকাশিত

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GOVERNMENT OF ASSAM
ORDERS BY THE GOVERNOR
HIGHER EDUCATION DEPARTMENT

NOTIFICATION

The 14th March, 2026

eCF No.589353/6.- In exercise of the powers conferred by section 51 of the Sibsagar University Act, 2023, the Governor of Assam is hereby pleased to make the following Ordinances of the Sibsagar University in the manner hereinafter appearing, namely:-

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| Short title and commencement | 1. | (1) These Ordinances may be called the First Ordinances of the Sibsagar University.
(2) It shall come into force on the date of their publication in the Official Gazette. |
| Admission and Enrolment | 2. | Admission of Students under clause (i) of section 51 shall be in the following manner, namely,—
(i) Admission of students shall be on all Assam basis and it shall be open to all classes of persons as defined in the Articles of these Statutes of the University.
(ii) Admissions of students shall be made on merit, either through common entrance tests/competitive examinations as may be decided by the University. The details of these tests/examinations shall be published in advance in the Admissions Brochure of the University. The specific details about the written test and applicability of personal interview for admission to each Programme/course of study shall be decided by the concerned authority and published in the Prospectus : |

Provided that nothing in this section shall be deemed to prevent the University from making special provision for the employment or admission of women, persons with special abilities or of persons belonging to the weaker sections of the society and, in particular, of the Scheduled Castes, the Scheduled Tribes and the other backward classes. Reservation of seats and relaxation in fees for the candidates belonging to SC, ST and Other Backward Classes shall be as per the norms/policies laid down by the State Governments.

- (iii) The University may decide to admit foreign students to its regular programs of study and the fee structure shall be decided by the University.

- (iv) The Vice Chancellor shall be the final authority for admission of all the students, including those pursuing research, into various courses of study in accordance with the rules framed in this regard from time to time by the University.
- (v) The university shall have options for lateral entry in particular semester of UG and PG Degree Programs through Academic Bank of Credit (ABC) depending on availability of seats and fulfilment of certain necessary selection criteria (to be worked upon and mandated as per the Rules and Regulations in this regard).
- Various Programs (Courses) of Study 3. (1) There shall be various programmes/course of Study in the University for Degree, Diploma and Certificate in different Faculties/ Departments/Centres. The University shall offer such program/courses and for such minimum duration as the Executive Council may approve, on the recommendation of the Academic Council either on its own or on the initiative of Department(s)/ Centre(s). The University shall offer such programmes and of such minimum duration as the Executive Council may approve, on the recommendation of the Academic Council either in its own or on the initiative of Department.
- (2) The Executive Council may exercise powers to introduce, modify or discontinue a program/course on recommendations of the Academic Council. The procedure for starting a new programmes/course, temporarily suspending an existing program/course or phasing out a programmes/course shall be such as may be laid down in the regulations and approved by the Executive Council.
- (3) The minimum entry qualification for admission to the programs shall be such as may be laid down in the regulations or as specified by the Academic Council. The Degrees/Diplomas/Certificates as referred to in the minimum eligibility conditions for admission shall be from those universities/institutions/boards which have been recognized by the University.
- (4) The procedure for the admission shall be such as may be specified by the Executive Council;
- (5) A student may be granted scholarship/assistantship/stipend/contingency grant, etc. as may be specified in accordance with the directions of the Executive Council from time to time or as stated in the regulations laid down for the same.
- (6) A student shall be required normally to attend every lecture, tutorial and practical class. However, for sickness or other such exigencies, absence may be allowed as provided for in the respective regulations governing the program/course.
- (7) No regulations shall be made in contravention to the decision of the Executive Council in regard to duration, admission processes, intake of students, etc.
- (8) In exceptional circumstances, the Chairman of Executive Council may approve amendments, modifications, insertions or deletions of an Ordinance(s) which in his opinion is necessary for the smooth running of the program:
- Provided, all such changes are reported to the Executive Council in its next meeting.

- (9) The regulations/rules governing programmes to be introduced in subsequent years shall be framed by the Academic Council and approved by the Executive Council.
- (10) Any such other matters when required shall be decided by the Vice Chancellor.
- (11) For removal of difficulties or any interpretation of the provisions of this Ordinance shall be referred to the Vice Chancellor, who shall in consultation with the Executive Council, take decision which shall be final and binding upon all.
- Eligibility for Admission of Students
4. (1) Eligibility for admission
- (i) No student shall be eligible for admission to a program of study, a degree or diploma unless he possesses such qualifications for the concerned program of study as prescribed by the University.
- (ii) Admission and enrolment of students shall be planned and executed as below:-
- (a) The University shall approve the procedure of admission from time to time and publish the relevant information in this regard in the prospectus.
- (b) The University shall publish an admission advertisement in national/local newspapers and/or other media and also upload a detailed admission notification on the University website. The admission notification shall clearly specify the admission/enrolment criteria for each program as prescribed by the University.
- (d) Unless otherwise provided, all the admissions shall be made by an Admission Committee constituted for the said purpose as per the eligibility conditions prescribed for the programmes/courses offered by the University.
- (e) Candidates seeking admission to a programmes/course of study in the University must fulfil the relevant eligibility criteria laid down by the University and published in the prospectus.
- (f) The maximum number of seats to be made available for each course shall be determined by the University from time to time
- (g) No candidate shall be entitled to claim admission as a matter of right.
- (h) At the time of admission, every student shall be required to sign a declaration to the effect that he submits himself to the disciplinary jurisdiction and rules of the University.
- (2) Restrictions of Admission on Certain Grounds
- (i) No student shall be admitted in two regular Programs concurrently within or outside the University except

that a student pursuing a degree program in the University, may be permitted to take admission in a part-time certificate/ diploma course or in a program/course under the 'distance learning mode' approved by the UGC; provided further that the student shall have to obtain prior permission of the University for taking admission in the additional programs under the 'Open and Distance Learning mode'.

- (ii) Unless otherwise provided, a student may join part-time courses offered by the university provided she/he fulfils the eligibility requirements as per procedure laid down for the purpose.
 - (iii) A student who has completed a Postgraduate / Undergraduate / Diploma / Certificate Programme / Course shall not be allowed to be admitted again in the same programmes / course in the same discipline. The Degree / Diploma / Certificate once awarded by the university to a student shall not be allowed to surrender.
 - (iv) Anyone who has been suspended, rusticated, debarred, expelled, etc. by a competent authority of the University shall be prohibited from claiming admission in any course whatsoever. Similarly, no person, who is under sentence or expulsion or rustication from another institution/university, shall be admitted to any course of study during the period for which the sentence is in operation.
 - (v) Admission to any course of the University can be cancelled, at any time, if any material information furnished by the student is found to be false/incorrect.
 - (vi) A student who has taken admission to any course as a full-time regular student shall forfeit her/his right, if he becomes an ex-student of the University and shall not be allowed to appear at any Examination of the University as an ex-student, except in the case of improvement, if the rules so permit.
 - (vii) Immediately after the completion of the normal duration of an academic program/course, e.g. two year/three year/four year/five year, as the case may be, a student of that particular program/course shall cease to be a regular / Bonafide student of the University and her/his right/claim to the academic, instructional, physical, digital and such other facilities of the University shall stand forfeited with the exception that if he is having any backlog/arrear course(s) up to the number of permissible attempts as per the Rules/Regulation of that particular program/course.
- (3) **Renewal of Admission to subsequent semester/year**

After completion of a semester/year, every student needs to renew his/her admission to the subsequent semester/year irrespective of she/he has appeared and passed in the end semester examination of that particular semester/year or not, by paying the applicable fee, failing which her/his right/claim for regular / Bonafide studentship shall get terminated, and

for such students, the University may allow them to take fresh admission from the first semester/year of the program/course :

Provided that, the University may allow them to be re-admitted to the same semester/year under certain conditions for Re-admission.

(4) Revocation/Termination of admission

Admission of a student may be revoked / terminated at any point of time if any disciplinary action to the extent of expelling him/her from the University is taken by the University as per relevant Rules/Regulations. In such cases, the student facing expulsion order and/or revocation/termination order shall forfeit her/his right/claim to the studentship of the University resultant to which she/he shall forfeit her/his right/claim to academic, instructional, physical, digital and such other facilities of the University including the right of sitting for any backlog / arrear course(s), if any, in the end semester examination, as per relevant Rules/Regulations of particular program / course. Revocation / termination of admission of a student under these abovementioned circumstances shall not entail refund of the admission fee to the student.

(5) Enrolment/Registration of Students

- (i) No person shall be allowed to appear in any examination of the University, unless he has been duly enrolled / registered as a student of the University.
- (ii) If a student takes a Migration Certificate to join another University, her/his enrolment to the University shall lapse until such time as he may subsequently return with a Migration Certificate from that University, to take admission in another program of this University. Fresh enrolment in such cases shall be necessary.
- (iii) The Academic Registrar and/or Controller of Examinations shall maintain a record of all enrolled students studying in the various Departments/Centres of the University or carrying on research work in the University.
- (iv) The student shall be given a unique and permanent enrolment number and issued with an identity card bearing the enrolment number, and the same must be quoted by the student in all communications with the University.
- (v) and in subsequent applications for admission to an examination of the University.

(6) Late Admission

Late admissions may be accepted purely at the discretion of the Vice Chancellor in accordance with instructions/guidelines on the subject.

(7) Procedure of Granting Leave

If a student, on account of illness, taking part in sports/culture/ literary/NCC/NSS etc. activities on behalf of the University or some other reason, remains absent in the classes for a specific period, he shall be required to submit leave application to the competent official/respective board of the University as per Rules.

(8) Procedure of Withdrawal

Students may withdraw their admission by the date of registration as specified by the University or before the same. In compliance with instructions of UGC, the University shall refund his deposited amount after deducting a processing fee, as prescribed from time to time. In case the student registers for the program on the specified date or later and then withdraws, the refund shall be made after deducting pro-rata monthly charges, provided the seat is filled up, otherwise, the student shall forfeit the entire amount. Further, in case a candidate withdraws after the date of closure of the admission process as specified in the prospectus/admission offer letter, the entire amount deposited by the candidate, except the caution money/security deposit shall be forfeited, in compliance with UGC guidelines. There shall be no provisions for withdrawal of admissions in self-financing courses.

Conditions of Residence of Students

5. As per clause (iv) of section 51 of the Act, the Conditions of Residence of Students shall be the followings, namely:-

(1) Admission to Hostel :

- (i) Admission shall be granted strictly on merit and availability of seats.
- (ii) Students shall submit prescribed application form with necessary documents.
- (iii) Hostel admission is valid for one academic year and must be renewed annually.
- (iv) Students who are not admitted into University hostels shall not be permitted to stay in the hostels. Unauthorized stay in the hostels shall be considered as a serious misconduct on the part of the students.

(2) Hostel Fees :

- (i) Hostel fees shall be as decided by the Competent Authority of the University from time to time.
- (ii) Hostel fees shall be paid within the stipulated time.
- (iii) Non-payment of fees may lead to cancellation of hostel seat.

(3) Hostel Discipline :

- (i) Residents shall maintain discipline, cleanliness, and peaceful environment.
- (ii) Ragging in any form shall be strictly prohibited and punishable as per The Assam Prohibition of Ragging Act, 1998 (Act No. II of 1999).
- (iii) Consumption of alcohol, drugs, and any intoxicants are strictly prohibited inside the hostel.
- (iv) Violation of hostel rules may result in warning, fine, suspension, or expulsion from hostel.
- (v) Decision of the Hostel Authority shall be final and binding.

(4) Attendance and Timings :

- (i) Residents of hostel shall follow the prescribed entry and exit timings.
- (ii) Late entry without prior permission of the Warden shall not be allowed.
- (iii) Night stay outside the hostel requires written permission from the Warden.

- (5) Visitors
 - (i) Visitors shall be allowed only during prescribed hours.
 - (ii) Entry of outsiders into rooms is strictly prohibited.
 - (iii) Parents/guardians may meet students in designated areas only.
 - (6) Room Allotment
 - (i) Rooms shall be allotted by the Hostel Authority.
 - (ii) Mutual exchange of rooms without permission shall not be allowed.
 - (iii) Residents shall be responsible for hostel property and furniture.
 - (7) Use of Electrical Appliances
 - (i) Hostel inmates shall not be allowed to use unauthorized electrical appliances.
 - (ii) Students shall switch off lights and fans when are not in use.
 - (8) Damage to Property
 - (i) Any damage to hostel property shall be recovered from the concerned student(s).
 - (ii) Collective fines may be imposed in case of unidentified damage.
 - (9) Mess Rules
 - (i) Residents shall follow mess timings.
 - (ii) Mess dues shall be cleared regularly.
 - (iii) Wastage of food should be avoided.
 - (10) Health and Safety
 - (i) Residents shall follow safety instructions issued by the University.
 - (ii) Any illness of the inmates shall be reported to the Warden immediately.
 - (11) Disciplinary Action
 - (i) Violation of hostel rules may result in warning, fine, suspension, or expulsion from hostel.
 - (ii) Decision of the Hostel Authority shall be final and binding.
- Recognition of University Hostels 6. As per section 51 (v) of the Act, the University shall recognize a residence of students as the University Hostel as per norms laid down by the Executive Council of the University. The University shall recognize all the existing student hostels as the University hostels.
- The Qualifying Attendance Required in the Various Courses 7. The Qualifying attendance shall be decided by the Academic Council in consultation with the (a) Board of Studies (b) Post-Graduate Board for the PG Courses (c) Under-Graduate Board for U.G. Courses (d) Controller of Examinations and (e) As per UGC Guidelines.
- Extension of Teaching in Suitable Centres 8. Modes of Extension Teaching
 - (a) University Extension Lectures
 - (b) Short Term Extension Lectures
 - (c) Outreach/ Satellite Teaching Centres
 - (d) Digital and Hybrid Modes

- (e) Details Guidelines to be made by the Academic Council in consultation with the Deans of Faculties of different Schools.
- Emoluments and Conditions of Service of teachers of the University 9. (a) As per University Grants Commission (UGC) Guidelines
(b) As per statutes and regulations of the Government of Assam
- Fees to be charged 10. (i) The University shall charge fees from the undergraduate, postgraduate, and research students and post-doctoral workers for different academic programmes.
(ii) Students admitted to various programmes in the Faculties/Departments/Centres shall have to pay the Fees, Funds, Registration Fee and Caution Money, Hostel Charges, etc. as may be approved by the Executive Council on the recommendations of the Finance Committer, constituted as per provisions of the Act.
(iii) The fee structure may be modified by the Executive Council from time to time. The University may also award fee waivers to the students and research scholars in accordance with the decision of the Executive Council.
(iv) The procedure for the deposition of fees, late fine, entry/deletion of the names from the rolls of the academic programmes of the University in case of defaults, and such other matter, may be implemented by the University.
(v) One or more components of the following may be the fees charged by the University, and more components may be added as may be recommended by the Finance Committee and approved by the Executive Council:-
(a) Registration fees;
(b) Admission fees;
(c) Tuition fees;
(d) Hostel Charges to include Boarding, Lodging charges;
(e) Summer / Winter Vacation Charges, for those who are required to stay in Hostel during vacation with the permission of the University;
(f) Sports fees;
(g) Examination fees;
(h) Library Fees;
(i) Fees for the Degrees/Diplomas/certificates if awarded and in absentia;
(j) Fees for Grade Card, Transcripts, and other academic certificates/documents including duplicates/attested copies, etc.; and
(k) Caution Money/Security deposit is refundable after adjustment of relevant dues, if any, within four years of their leaving the University. If no claim for a refund is received within the period, the Caution Money shall be credited into the University Fund. The Vice-Chancellor may, for

sufficient reasons, investigate and entertain claims for refund of Caution Money after the expiry of this period.

- (vi) If a student, scholar or a fellow fails to deposit his dues by the dates notified, he shall be liable to pay a late fine. The student's name may be strike off, after this date, and he may be re-admitted on payment of re-admission fee and no late fine be charged. The Vice-Chancellor may for sufficient reasons, re-admit any student, scholar or fellow whose name has been so struck off the roll on payment of arrear dues together with fine provided that such readmission is requested before the end of the month in which his name has been struck off. The Vice-Chancellor may waive the recovery of late fines and readmission fees in deserving cases. He may also delegate this authority to the Deans/Registrar and prescribe such condition as he may consider necessary for the purpose.
- (vii) All fees and deposits are required to be paid by Bank Drafts /online transaction as may be announced.
- Formation of
Departments of
Teaching
11. (1) As per clause (x) of section 51 of the Act, the University shall form departments of teaching in the faculties which shall include Faculty of Humanities, Science, Law, Agriculture, Commerce, Management, Mass communication, Environmental Science, Indian Fine Arts etc.
- (2) The departments of the University to the Faculties shall be as under:
- (i) Sciences: Botany, Chemistry, Mathematics, Computer Science, Physics, Statistics, Zoology.
- (ii) Languages: Assamese, Bengali, Bodo, English, Hindi.
- (iii) Humanities and Social Sciences: Economics, Education, History, Geography, Philosophy, Political Science, Sociology, Journalism and Mass Communication.
- (iv) Education: Education, Integrated Teacher Education Programme (ITEP).
- (3) Members of a Faculty
- (i) A Faculty shall have the following members:-
- (a) Dean of the Faculty;
- (b) Heads of the Department/Centre(s) under the Faculty;
- (c) Such teachers of subjects assigned to the faculty as may be appointed to the faculty by the Academic Council;
- (d) Such teachers of subjects not assigned to the Faculty but having, in the opinion of the Academic Council, an important bearing on those subjects, as may be appointed to the Faculty by the Academic Council provided that a teacher so selected shall hold office for a period of two years from the date of her/his election;

- (e) Such other persons may be appointed to the faculty by the Academic Council on account of their possessing expert knowledge in a subject or subject assigned to the faculty.
- (ii) There shall be a Faculty Committee for smooth functioning of the concerned Faculty affairs exercising the powers of the Faculty.
- Constitution,
Powers and Duties
of the Boards of the
University
12. As per clause (xi) of section 51 of the Act, there shall be a University Publication Board ,-
- (1) The Board shall consist of the following members,-
- (i) One Professor to be nominated as the Chairperson by the Vice Chancellor.
- (ii) Five Heads of the Departments to be nominated by the Academic Council.
- (iii) One member to be selected from amongst the members of the Executive Council.
- (iv) One faculty member from each Faculty to be nominated by the Vice Chancellor.
- (v) Academic Registrar, Member Secretary
- (vi) The Chairperson may co-opt member(s) as she/he deems necessary.
- (2) Powers and Duties of the University Publication Board:
- (i) oversee the University's academic publications such as books, translated and documented manuscripts, articles, journals etc.
- (ii) review and propose policies and procedures of publishing academic books and responsibilities of the authors, translators and editors.
- (iii) define the rules of publishing journals, responsibilities of the editorial board members, and licensing and copyright procedures in conformity of law.
- (iv) seek ratifications of the proposals from the Academic Council and Executive Council.
- (v) work on such any other matters as assigned by the Vice Chancellor or higher Authority of the University.
- (3) Term of Office:
Save as otherwise provided and except ex-officio members, such other faculty members shall hold office for a period of three years from the date of her/his nomination
- (4) Meeting of the Board:
- (i) The Committee shall meet as frequently as deemed necessary but at least twice a year.
- (ii) A notice of at least one week shall normally be given for a meeting.
- (iii) The quorum of the meetings is one-third of the existing members.

Conduct of
Examinations

13. (1) High-Power Committee shall consist of the following members, namely-

(i)	Vice Chancellor	Chairperson
(ii)	Registrar	Member
(iii)	Academic Registrar	Member
(iv)	Dean, Students' Welfare	Member
(v)	One Dean of Faculty	Member
(vi)	Controller of Examinations	Member Secretary

- (2) Committee for Conduct of Examinations

- (i) There shall be an examination conduct committee notified by the Registrar with recommendation of the Controller of Examinations and approval of the Vice Chancellor.
- (ii) The Committee shall consist of the following members:-
- (a) Officer-In-Charge
 - (b) Assistant Officers-In-Charge (two/three as required)
- (iii) Functions and Responsibilities:-

The Committee shall have the following responsibilities, namely -

- (a) Make the hall arrangement with adequate light and good sitting conditions, seat plan as per examination schedule.
- (b) Collect the unused answer scripts of good conditions and enrolment-sheet from the Controller of Examinations and keep them in secured store of the control room.
- (c) Receive/collect the question papers from the Controller of Examinations in time.
- (d) Prepare the invigilation duty list and detail the teachers accordingly.
- (e) Keep record of the attendance sheet and the account of presence and absence.
- (f) Receive the used scripts and ensure the number of scripts matching with the candidates present and the corresponding number in a paper.
- (g) Send the written scripts to the Zone of the examinations.
- (h) Ensure the strict discipline maintained in the examination hall.
- (i) Ensure no unfair means adopted by the candidates and if found so, appropriate disciplinary action should be undertaken as per rules.
- (j) Do such other works required for the examinations.
- (k) The Officer-in-Charge, who shall be assisted by the assistant officer in charge, shall be primarily responsible for smooth conduct of examinations at the examination centre.

(3) Types of Examinations, UG/PG/Ph.D. Programs:-

- (i) In-Semester Examinations for UG/PG
- (ii) End Semester Examinations for UG/PG
- (iii) Examinations relating to Ph.D. Programme shall be conducted/governed by the separate Ph.D. Regulation made by the University as per Ph.D. Regulations of UGC.

The In-semester examinations mean the different tools/methods of evaluations adopted within the period of 15 class weeks in a particular semester.

(4) In-Semester Examinations:-

- (i) There shall be a co-ordination committee constituted by the Registrar with recommendation of the Controller of Examinations and approved by the Vice Chancellor for smooth conduct of the In-Semester examinations.
- (ii) For in-semester examinations, a method termed as 'Continuous Internal Assessment and Evaluation (CIAE)' shall be adopted, in which the performance of each student shall be assessed and evaluated through in semester activity such as Sessional/Mid Semester examinations/seminar/group discussion presentation, attendance, assignment, project work etc.
- (iii) These responsibilities, referred to (a), are solely bestowed on the concerned teacher(s) who take the course under the supervision of the Head of the Department/Centre.
- (iv) The Sessional/Mid Semester examinations shall be conducted with time-table notified in a reasonable time ahead of the end semester examinations (generally within the period of half of the semester) as per the Academic Calander.
- (v) The evaluated scripts of Sessional/Mid Semester examinations shall be shown to the concerned students in a class and take them back for record in the department. If student demands review/re-evaluate, the concerned teacher shall address their grievances and give decision.

(5) End-Semester Examinations:-

The End-Semester examinations shall be conducted at the end of each semester and shall adopt the following procedure,—

- (i) The Controller of Examinations (CoE) shall be the primary officer responsible for overseeing and managing the End Semester Examinations-related activities. This shall make arrangement for preparing and publishing the examinations schedules, undertaking the process of examination form fill-up, generating Admit Cards, ensuring secure handling of question papers, answer scripts and ensuring that all examinations are conducted as per the academic calendar and examination manuals of the University.
- (ii) Evaluation and Submission of Answer Scripts:-
 - (a) Answer scripts of the respective courses shall be evaluated in the respective zones of the University as per guidelines of the university by the concerned course teachers and should enter the marks in the

Samarth Portal pertaining to FYUGP Courses only with utmost precision and care.

- (b) All answer scripts shall be evaluated and submitted to the office of the Controller of Examinations within such period as is specified in the concerned Regulations.
- (6) Results shall be announced within 30 days or such a date after completion of the examination of a Programme as decided by the High-Power Committee for examinations.
- (7) The Answer scripts of the Examinations shall be retained for a period of one and a half year from the date of the announcement of results to address any re-Scrutiny/re-evaluation requests or any grievances.
- (8) Declaration of Results
 - (i) Results shall be announced within 30 days or such a date after completion of the examination of a programme as decided by the High-Power Committee for examinations.
 - (ii) The Answer scripts of the Examinations shall be retained for a period of one and a half year from the date of the announcement of results to address any re-scrutiny/re-evaluation requests or any grievances.

NARAYAN KONWAR,

Commissioner & Secretary to the Government of Assam,
Higher Education Department.